



Department of Accounts Charge Card Bulletin

June 28, 2006

Bulletin 2006-07

In This Issue

- Contacting DOA
- Prompt Pay Calculations
- No Cards to be Processed
- New Turbo Files
- SAM Daily Feeds
- SAM Fiscal EZ Guide
- Reminder PA Training Due

Category of Links

Charge Card Administration

Contact Us

CCA:

Phone: 804-371-4350

Fax: 804-786-9201

cca@doa.virginia.gov

CCA Projects:

Valerie J. Smith

Charge Card Project Analyst

804-371-7804

Valerie.Smith@doa.virginia.gov

Under Direction of:

Lora L. George

Director, Payroll Operations and
Charge Card Administration

804-225-2245

Lora.George@doa.virginia.gov

Contacting DOA

It is imperative that you ensure all communications go to the cca@doa.virginia.gov email box to ensure a prompt response from the Charge Card Team. The main contact number for the Charge Card Team will remain 804-371-4350.

Prompt Pay Calculations

In the Fiscal Year 2006 Third Quarter Report on Statewide Financial Management and Compliance section for SPCC Payment Compliance, it states, "Effective July 1, 2006, if an agency is late paying their purchasing card bill, agency prompt payment statistics will be adjusted downward to reflect each charge card transaction paid in the consolidated monthly bill as a late payment." Therefore it is imperative that your agency make your payment in compliance with CAPP Topic 20355 which states all payments must be made to GE no later than the 8th of each month. This means that GE must have your agency's payment posted to your account no later than the 8th of the month. Please make sure you enter your batch in ample time to allow for capital funds approval, error processing, etc. DOA suggests allowing 3 days from when your agency releases the batch to the day GE posts the payment.

If your agency has an internal financial system, please validate any additional days your agency needs for your system requirements and add it to the 3 days for DOA.

No Cards to be Processed

GE MasterCard will be going through a system upgrade in July which will prevent any new cards to be processed from July 15th through July 25th. Any lost or stolen cards will be replaced during this time, but no new cards will be processed. Please keep this in mind with any new applications being sent to you.

Crucial Dates

July 5th

Monthly SAM Refresher Training

July 12th

Monthly PA Call

July 15th – July 25th

NO CARDS PROCESSED BY GE

July 25th

Use New Turbo file format

Sept 10th – Sept 13th

GE Annual User's Conference in
Dana Point California

1st Week of October

DOA and GE training across the
State

October 11th through 13th

VAGP Fall Conference, Newport
News

November 12th through 15th

DGS/DPS Public Procurement
Forum at the Hotel Roanoke

GE Contact Information

Customer Service for PA's

Email: Cov.Crr@ge.com

Phone: 1-866-843-1368

Customer Service for Cardholders

Phone: 1-866-834-1327

Overseas Collect:

801-464-3232

New Turbo Files

Due to GE MasterCard's new system upgrade in July, the file format of the Turbo files for Purchase, Individual Liability Travel and Agency Travel Cards will be changing. New Turbo files and instructions will be sent to the Program Administrator's and backups in July. As of July 25th any turbo files sent with the old format will be returned to you to be modified to match the new file format.

SAM Daily Feeds

Due to GE MasterCard's new system upgrade in July, the daily feeds to SAM will be held for approximately 10 days beginning July 15th through July 25th. Agencies will still be able to access data for cycle close ending July 17th in SAM. Due to the volume of held transactions posting to SAM, data from July 24th through July 28th will be delayed in uploading into SAM until approximately July 30th.

SAM Fiscal EZ Guide

There is a new guide for fiscal, internal audit, etc staff who have access to SAM for reporting and query functionality. This guide is available by emailing cca@doa.virginia.gov and the file will be emailed back to you.

REMINDER!!!! PA Training

This is a reminder that all Program Administrators and their backups must complete the Annual Training on the CCA web page by July 1st. To obtain credit for taking the training you must follow the directions in each training module.